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ABSTRACT

As a part of the York University's academic planning process, the library staff prepared a list of possible alternatives for 26 library functions to be used as a basis for the development of a three to five year planning guide. Compiled over a period of two months, these represent a range from pie-in-the-sky to bare-boned or eliminated operations. Included are options for audiovisual services, automated systems, cataloging, circulation services, various aspects of collections, equipment and furnishings, hours of service, cooperation and loans, library management, online searching, acquisitions, reprography, physical facilities, public relations, reference services, and the reserve collection. A five-year plan for development of a minicomputer-based library system is appended. (Author/RAA)

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DIVERSE AND DISPARATE OPTIONS

A range of future choices for York's library services

Office of the
Director of Libraries

June, 1981

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INTRODUCTION

In April 1981, York University Libraries were asked to join the academic planning process of the University and submit a three to five year plan. The process was begun by library staff identifying possible choices (from pie-in-the-sky to bare-boned operations).

Thus, the following pages present a range of options available for library services and collections at York University. They were compiled from submissions by a number of library staff members in the past two months. As in any list, there are, of course, omissions and this "list" does not claim to be comprehensive in any given function, nor does it claim to cover all the functions within York University Libraries.

With the time available for preparation of this document, it was not possible to analyze each option to determine feasibility and implications. The next step in developing this document will be to develop a statement of existing objectives for library operations and services and to identify the short term environment and constraints that will set the framework for future developments.

Then each option will have to be assessed from the point of view of financial, environmental and academic implications. In addressing the desirability and feasibility of options available, it will probably be necessary to face squarely the need for fiscal restraint. At the same time the primary purpose of York University Libraries - to provide services and resources to support academic, scholarly and research pursuits at York - will have to be kept clearly visible.

Anne Woodsworth
Director of Libraries

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A. AUDIOVISUAL SERVICES

1. Create separate audiovisual library by merging Listening Room, Film Library and DIAR's equipment distribution centre; maintain separate facility for media production and technical maintenance and repair.

2. Establish a Fine Arts Library by merging Film Library, Listening Room, Fine Arts' Slide Library, other departmental collections and relevant books and journals from the general collections.

3. Change Listening Room and Film Library to become primarily lending collections rather than restricting to in-library use and classroom use by faculty members.

4. Maintain existing levels of service and staffing in the Film Library and Listening Room.

5. Maintain DIAR service levels to: accommodate 12-15% annual growth in distribution centre activities; maintain momentum in TV production; and meet expressed needs for more slide-type production.

6. Reduce levels of service in Listening Room and Film Library by stopping or reducing dubbing of recordings and screening of films to students.

7. Reduce or eliminate a/v services at the Frost Library.

8. Eliminate Listening Room by dispersing collection of recordings and tapes (e.g., to Faculty of Fine Arts) and moving scores to the general book stacks or the Music Department.

9. Carry out analysis of a/v services in which all of the above are explored.

B. AUTOMATED SYSTEMS

1. Link the Libraries' minicomputer with the University's student records system for data transfer.

2. Integrate separate cataloguing, acquisitions and circulation systems into one system.

3. Acquire word-processing, text-editing capability to generate and update library publications (e.g., Faculty Handbook, user guides, subject bibliographies, etc.)

4. Integrate RECON* project into regular cataloguing operation utilizing the Libraries' minicomputer.

5. Sever or reduce level of dependence on computing services external to York - viz., UTLAS cataloguing support.

6. Develop on-line interface with other libraries using mini-based computer systems.

7. Provide remote access terminals to key locations throughout campus for users to enquire about library holdings, request reserve materials charged out to others.

8. Freeze development of automated systems after Fall, 1981, and continue to use present disjointed mechanized and automated systems as they are.

9. Dismantle all automated systems and revert to manual operations and procedures.

* Retrospective conversion of old catalogue records into computer stored data files.

Note:

With the acquisition of a minicomputer, the Libraries will be able to consolidate its automated systems and provide users with one source of information about a given item: that is, a user will be able to determine in one place (the terminal) whether a book is on order, has been received, is at the bindery, is checked out, is missing or is supposed to be on the Libraries' shelves. The other applications of automation and links with external sources of information are described in Attachment I - a potential scenario prepared by Mary Stevens, Assistant Director of Library Systems.

C. CATALOGUING

1. Cumulate and update microcatalogues and serials lists more/less/with same frequency as present three times per year.

2. Reduce turn-around time for material waiting to be catalogued by adding more staff and money into this function.

3. Complete/maintain level of/cease conversion of older catalogue records so they are in the Libraries' computer data files and hence accessible in the microcatalogues and via computer terminals.

4. Eliminate/reduce/maintain/enlarge backlogs of uncatalogued materials.

5. Manage cataloguing output and production on a fixed quantity per month in order to curb expenditures with outside service bureau.

6. Merge cataloguing and processing of law and government documents materials into central operation (with decentralized access).

7. Introduce alternative methods of cataloguing such as brief-listing, short cataloguing, cataloguing on-demand for all or selected types of materials.

8. Provide full cataloguing/no cataloguing for titles issued as parts of large microform sets.

9. Eliminate some or all production and filing of all shelf list or/and other catalogue cards as soon as RECON is complete.

10. Use "on-order" list as a catalogue supplement.

D. CIRCULATION SERVICES (GENERAL)

1. Extend automated circulation system to selected locations: GD/AS and Law Libraries, Film Library, Listening Room and Map Library.

2. Install computer terminals for public use in all Libraries so users can determine whether wanted items are in collection, charged out, on order, etc., and can place requests (be wait-listed) for materials.

3. Provide direct delivery and remote book drops for return of library materials to offices or "drop-off" terminals at York and Glendon campuses.

4. Lend microforms and readers for home/office use.

5. Provide for renewal of library materials via telephone or remote access computer terminals.

6. Provide longer hours of service and better location for library card registration unit and fines payment.

7. Reduce loan periods from three to two weeks.

8. Provide loans to faculty members for unlimited periods of time.

9. Establish uniform loan periods for all categories of users.

10. Lend single issues or bound volumes of journals for home/office use.

11. Eliminate early-warning notices on 100-day loans.

12. Stop taking requests/reservations for materials not on shelves and searching for missing materials.

13. Examine organization of Circulation Department and circulation units in branches to determine feasibility of integrating various functions.

14. Develop less sophisticated fine system and

15. Reduce the number of overdue and fines notices produced and sent out.

E. COLLECTIONS (ARCHIVES AND MANUSCRIPTS)

1. Develop systematic retention/disposal programme for university records and their regular transfer to Archives.

2. Expand manuscript acquisition programme to include disciplines not currently covered in order to provide more primary research resources at York.

3. Maintain current archival and manuscript acquisition level and programme.

4. Eliminate some of the present acquisition programme and curtail growth of collection.

5. Eliminate some or all of the existing University records retention programme - or provide on a cost-recovery basis.

6. Convert materials in collections to microform in order to limit future space requirements.

F. COLLECTIONS (AUDIOVISUAL MATERIALS)

1. Expend collections to include general and recreational recordings and tapes and language learning materials to support ESL and foreign language programmes.

2. Develop archival audio and video collection of York activities and establish an oral and video history programme to support University research activities.

3. Solicit and merge into existing collections related collections belonging to individuals and University departments.

4. Disperse responsibility for selection of a/v materials to subject bibliographers.

5. Decrease or discontinue course reserve collection service in Listening Room.

6. Stop purchasing 16 mm films, substituting with video recordings.

7. Cease purchase of all recordings and tapes for recreational listening.

8. Curtail collection growth of a/v materials stringently by purchasing or borrowing materials only when requested by faculty members for courses.

G. COLLECTIONS (MAPS)

1. Improve collections by acquiring more specialized atlases and map series, maps in different formats; and emphasize collections beyond Canada and Southern Ontario.

2. Continue present highly selective acquisition and weeding programme in order to confine size of collection.

3. Remove lesser used maps, aerial photographs, etc., to dead or remote storage location in order to enable acquisition of current materials.

4. Eliminate Map Library by selling collection or having a Faculty assume responsibility for housing and staffing.

5. Englarge Map Library to accommodate modest growth and yet continue operation with existing staff.

Note:
The Map Library's collection will remain its present size unless the facility is enlarged in the next twelve months. Planning is already under way to enlarge the existing location so that the collection can be served without increasing staffing levels.

H. COLLECTIONS (MICROFORMS)

1. Fill in gaps and missing parts of major microform sets.
2. Acquire major sets not already at York.
3. Acquire more or all possible materials in microform instead of paper form.
4. Promote use of microform collections more actively.
5. Cease buying microforms unless information is not available in any other form.

I. COLLECTIONS (PRESERVATION AND CONSERVATION)

1. Escalate preservation and conservation programme by: appointing a half-time expert coordinator; increasing binding and repair budget; funding a systematic restoration and conservation programme (microfilming, deacidification, encapsulation); designing book return receptacles that do not damage materials.

2. Develop a disaster and emergency procedures manual for salvaging damaged library materials.

3. Continue present level of effort: binding and repairing only heavily used materials; minimal restoration of a dozen rare items per year; relying on purchase of microforms only for replacing highly degradable paper materials (e.g., newspapers) and filming a few items locally.

4. Discontinue/De-escalate any preservation or conservation efforts.

5. Improve/Maintain/Reduce staffing levels in stacks to maintain order on shelves, identify items in need of repair and assist users.

J. COLLECTIONS (PRINT MATERIALS)

1. Obtain a level of funding acquisitions that will enable purchase of no less than four volumes per FTE student and no less than current number of journal subscriptions.

2. Establish an extension collection to support off-campus courses.

3. Obtain "seed" money for library acquisitions to support new courses and programmes.

4. Identify areas of collection strength and allocate additional funds to maintain strength.

5. Systematically weed collections which are intended to support only undergraduate programme.

6. Purchase sufficient multiple copies of high-demand items (e.g., course reading lists) to provide one copy per ten FTE students.

7. Seek renewal of Shell grant.

8. Accept donations of materials and store until staff resources are available to process.

9. Accept donations of materials only if additional funds are obtained to cover costs of processing.

10. Weed collections as staff time permits.

11. Control expenditure on serial subscriptions at level of 50% of the total acquisition budget in order to enable purchase of current monographs publications by cancelling subscriptions.

12. Limit the number of multiple copies purchased for general collections to a maximum of two copies, except for reserve materials.

13. Limit purchasing of monographs to undergraduate needs and rely on other libraries for graduate and research collection needs.

14. Eliminate duplication of materials between the Glendon and York campus.

15. Curtail collection of government documents to fewer jurisdictions.

16. Purchase only items specifically requested by faculty members for course reading lists.

17. Close separate government documents collection at Frost (either catalogue minimum quantity for general collection or have Frost hold only unique Quebec documents in French).

K. COLLECTIONS (RARE AND SPECIAL MATERIALS)

1. Start programme of active acquisition in areas identified for development.

2. Promote use, plan and coordinate service and solicit donations by adding a half-time specialist to staff.

3. Maintain present level of acquisition and staffing of room housing collections.

4. Stop buying materials and close down room by dispersing materials into open stack areas or selling collections.

L. COLLECTIONS (SECURITY)

1. Convert all Libraries to "closed" stacks with restricted access.

2. Install electronic theft detection systems in Scott Reserve and Law Library.

3. Move all current and/or bound journals into separate area(s) with controlled, supervised access.

4. Tighten security by rehiring uniformed security guards to patrol public areas.

5. Carry out full inventories annually to monitor losses and mutilation.

6. Eliminate remaining building patrols and exit control staff.

7. Eliminate remaining inventories of collections.

8. Move exit control and circulation desks together so that same personnel can man operations.

M. EQUIPMENT AND FURNISHINGS

1. Provide portable microform readers, microcomputers and computer terminals which can be borrowed for out-of-library use.

2. Acquire word processing equipment.

3. Replace carpet in Scott.

4. Establish systematic equipment maintenance and replacement programme for microform readers, copiers, computer terminals, film projectors, video playback units, record players, tape decks, etc., in order to maintain adequate facility for materials access and use.

5. Close down or drop services and collections such as microforms, listening room, films, etc., as equipment wears out and becomes irreparable.

N. HOURS OF SERVICE

1. Extend hours of service in Archives, Film Library and Rare Books to cover some evenings and weekends in order to improve access to evening and part-time students.

2. Maintain present hours in all locations.

3. Maintain existing hours but provide no services: e.g., buildings open for study but no circulation or reference services after 9 or 10 p.m., or on weekends.

4. Reduce hours of service in Listening Room and Map Library so they become Monday-Friday, 9 a.m.-5 p.m. or 1 p.m.-8 p.m. operations.

5. Close all service desks except Circulation and Reserves when there are no scheduled classes on campus (e.g., last three weeks of August).

6. Close Libraries when there are no scheduled classes on campus.

7. Maintain Scott hours at present level but reduce branch hours.

8. Close all service points except Scott Reserves at 6 p.m. on Fridays throughout the year.

9. Global: Analyze hours and levels of service in all locations.

O. INSTRUCTION IN LIBRARY USE

1. Appoint a full-time coordinator with library-wide responsibility to promote instruction in library use in academic programmes, to coordinate, plan and monitor levels and types of instruction and materials and to provide development opportunities for library staff involved in providing "user education".

2. Provide wide variety of high quality instructional approaches (e.g., video tapes, handbooks, audio-cassettes, walking tours, sound-slide presentations, etc.).

3. Develop pre-testing materials and mechanisms to assess level of library skills of students.

4. Provide modest variety of instructional materials for self-help and/or sessions conducted by library staff.

5. Promote availability of instruction by having selectors and bibliographers contact faculties and departments.

6. Eliminate general instruction sessions in library use.

7. Eliminate instructional sessions tailored to specific classes or subject disciplines and provide only general introductory orientation sessions.

8. Eliminate both tailored instructional sessions and organized orientation efforts and rely solely on ad hoc "instruction" via reference desks.

P. INTERLIBRARY COOPERATION

1. Cease/Maintain participation in IUTS courier service between Ontario universities.

2. Develop agreements with other libraries for complementary acquisition programmes which relieve YUL of some purchasing responsibility, yet permit emphasis on development of collections which support York's stronger graduate/research programmes.

3. Obtain membership in the Center for Research Libraries to enrich research capability for York's scholars and researchers.

4. Cease/Continue/Extend direct borrowing agreements for all categories of York users with all other Ontario university libraries.

5. Through public terminals and Datapac, provide direct, dial-up access to catalogues and files of other Ontario university libraries and the National Library and CISTI with reciprocal arrangements for interuniversity borrowing.

6. Exchange staff and have "visiting" librarian appointments to provide special expertise and new ideas.

7. Share costs and rotate housing of rare and expensive research materials with other libraries.

8. Establish programme for shared cataloguing/indexing of titles purchased as parts of large microform sets, transferring data via computer, either on- or off-line.

9. Store lesser used materials in regional/provisional warehouse.

10. Continue/Cease sharing of cataloguing data with other libraries through UTLAS or other computer links.

11. Cease/Continue participation in and obtaining statistical and management support from CARL, ARL and other library network groups.

12. Cease/Continue participating in the CUSS List.

13. Participate actively in Geac users group.

14. Derive cataloguing data through file-sharing arrangements and networking with NLC, CISTI and other libraries with in-house minicomputers.

Q. INTERLIBRARY LOANS

1. Curtail lending of York materials to libraries outside of Metropolitan Toronto.

2. Impose a fee for ILL service, except for other Ontario university libraries.

3. Use electronic mail to receive and send requests for materials (see also 8 below).

4. Use telefacsimili transmission to speed up delivery of documents to and from other libraries.

5. Stop lending any York materials to other libraries.

6. Charge non-library users for incoming and outgoing messages on Library telex.

7. Move telex operation to Director's office.

8. Replace teletype with electronic mail system developed jointly with other libraries.

R. LIBRARY MANAGEMENT

1. Review procedures, work-loads, staffing requirements and distribution of responsibilities in all departments.

2. Review and define objectives and functions of Frost, GD/AS, Law and Steacie Libraries.

3. Examine feasibility of merging Archives, Rare Books and other specialized service units.

4. Conduct a skills inventory of library staff in order to plan for more effective utilization of personnel.

5. Define specifications for and develop management information systems and decision-support systems.

6. Conduct systematic studies of services and collections to determine needs and to respond more effectively to the academic purpose of the University.

7. Conduct needs analysis for staff training and development and develop programmes to enable staff to adapt to changes in library services and environment.

8. Identify and develop job enrichment opportunities for library/staff.

9. Develop methods for improving communication between the Library and academic sectors in the University.

10. Create typing pool and reduce the number of secretaries.

S. ON-LINE SEARCHING (YORK-LINE)

1. Provide free/subsidized literature searches to York users. Charge overhead costs of service back to users to operate on a cost-recovery basis.

2. Enlarge number of data bases accessible to include more non-bibliographic ones.

3. Provide facilities (terminals, trained staff) for on-line searching at Frost and GD/AS.

4. Develop active marketing approach to increase use of service.

5. Prepare librarians for consultant role in direct on-line searching by users.

6. Maintain service level as reactive, low-profile and on-demand.

7. Eliminate service in some or all York Libraries and refer users to other libraries in Toronto area.

8. Merge IBR's search service of ERIC and PSYCH ABSTRACTS data bases with Libraries' YORKLINE.

9. Transfer IBR's SSIS file to the Libraries and make it available on-line.

T. ORDER AND RECEIPT OF LIBRARY MATERIALS

1. Develop full on-line acquisition system for ordering and fiscal management/Retain present batch and manual systems for ordering and fiscal management.

2. Merge all separate acquisition units (Law and Government Documents) into central operation with decentralized on-line access.

3. Acquire most current monograph publications by blanket orders and approval plans instead of selecting individually.

4. Eliminate duplicate serial record-keeping systems at Frost, Steacie and GD/AS by providing on-line access at decentralized locations to central operation.

5. Order multiple and duplicate copies on basis of use as indicated by circulation system data.

6. Stop claiming issues of journals not received on subscriptions.

7. Stop accepting donations of books and journals.

8. Establish systematic way for missing journal issues to be donated from personal subscriptions.

9. Issue "on-order" list every two weeks instead of weekly.

U. PHOTOCOPY AND REPRODUCTION SERVICES

1. Establish microfiche/film production service on a cost-recovery basis to serve University departments and internal library needs.

2. Provide facility to copy fiche to fiche so users can obtain personal copies at low cost.

3. Provide facilities in all Libraries to provide paper copies from microfiche and microfilm.

4. Increase charges for photocopying and copying from microforms, both staff-assisted and self-service.

5. Eliminate staff-assisted photocopy service and have users rely solely on self-serve, coin-operated facilities.

6. Discontinue providing any photocopy or reproduction facilities in the Libraries.

V. PHYSICAL FACILITIES (COLLECTIONS)

1. Expand library collections to the fifth floor of Scott.
2. Reorganize Scott into a subject-divided library with full range of reference services available in each subject division.
3. Move one or more branch library collections into Scott.
4. Establish a separate administrative studies library.
5. Accommodate ten years of future growth of Archives by expanding present 4,621 to 15,000 (n.a.s.f.).
6. Enlarge Map Library on the first floor of Scott to accommodate growth of collection beyond 1980 level.
7. Improve/Enlarge film and video screening facilities in the Scott Library.
8. Relocate Archives to the fourth floor of the Law Library until a larger more permanent facility is available.
9. Remove little used materials to high-density, remote storage areas at York or off-campus.
10. Maintain steady-state collection size in all Libraries - viz., removing a volume for each added.
11. Merge administrative studies journals, microforms and reserve books into Scott Library.
12. Merge Archives and Rare Books.
13. Expand study area in Scott Reserves and eliminate stack seating.

W. PHYSICAL FACILITIES (STUDY AND READING)

1. Complete Phase II of Scott Library plan (pie in the sky).

2. Enlarge Frost, Steacie and GD/AS Libraries to maintain seat availability and accommodate collection growth.

3. Provide enclosed, reserved study carrel facilities in the Scott Library for faculty and graduate students.

4. Enlarge study area on first floor of Scott by expanding Reserve Reading Room.

5. Improve access to library facilities and services for handicapped students by upgrading equipment available (e.g., acquiring Kurzweiler reading machine and a second elevator in Scott).

6. Continue present trend to remove seats and study space in stack areas and plan to eliminate most study seating in Scott in next four to five years.

7. Eliminate existing graduate carrel service.

X. PUBLICITY/PROMOTION OF RESOURCES AND SERVICES

1. Promote film and other a/v facilities and resources through more active programme of screenings, festivals and planned activities.

2. Establish regular and highly visible displays throughout York to promote awareness of collections and resources available for research and study.

3. Develop a coordinated library sign programme.

4. Drop/Maintain/Increase issuance of publications such as Library Memo, Faculty Handbook, etc.

5. Continue/Diminish publication of bibliographies, finding aids, etc.

6. Obtain professional designer assistance for publications, displays and signage.

7. Develop capacity to produce specialized, on-demand publications and bibliographies at faculty, departmental or programme request.

8. Issue lists of recent acquisitions to users.

9. Develop publishing activities to include special and lengthy publications for external sale and cost-recovery.

10. Improve staff capacity to deal with users and provide service through staff training.

Y. REFERENCE AND INFORMATION SERVICES

1. Improve reference and information service by adding more staff at public service desks.

2. Provide service only to users coming to Libraries in person in evenings and weekends, by handling telephone inquiries using recorded messages and answering devices or not accepting telephone inquiries.

3. Emphasize "self-help" approach through group instruction and provide less individual assistance to users seeking information or advice.

4. Provide separate information desk for quick information and catalogue information questions.

5. Train all staff at all public service desks to the level of being able to handle basic "do you have" or "where is" questions.

Z. RESERVE COLLECTION AND SERVICES

1. Establish separate and enlarged library for intensively used and duplicate materials for undergraduate courses.

2. Automate circulation process in all reserve collections.

3. Provide regular reports to faculty members on use of materials on their reserve reading lists.

4. Lower the number of titles and copies allowed on reserve per course.

5. Disband reserve collections (except for 2-4 hour loans) and integrate short-term loan materials into the general collections.

Attachment 1

LIBRARY SYSTEMS FIVE-YEAR PLAN

June, 1981

In the next five years York University Libraries will make significant progress toward the long-range goal of integrated minicomputer-based library systems and data bases, with communication links to a wide network of information resources. These integrated systems and information resources will be easily accessible to library users and staff and, through the electronic information network, to the wider community, both institutional and individual. The minicomputer-based system will be linked electronically with large files of bibliographic and authority records, from which records may be derived for local use, and to which records created locally may be contributed for the use of others. Autonomous library systems and files will be linked electronically with many other kinds of data bases and information sources.

The role of the reference librarian will have evolved into that of an information consultant. The librarian who keeps au courant will play the role of information broker not only to the clientele of his or her own library but, through the medium of other librarians acting as information brokers, to the clientele of other libraries.

The librarian's role in bibliographic information retrieval will have changed. Users who themselves have access to electronic information sources will not be content to let librarians conduct searches on their behalf. Instead of negotiating search strategies with users, then conducting secret searches behind closed doors, reference librarians will serve the dual role of advisor and tutor as

the user conducts his or her own searches. To function successfully in this role librarians will need to develop searching confidence and proficiency.

The minicomputer now being installed in the Scott Library, and the library circulation and reserve reading room systems soon to be implemented, will be the first phase in this transformation. Within five years, with the appropriate communications links and hardware and software development, this nucleus will evolve into both an on-line catalogue for internal and external use, and an on-line acquisitions and cataloguing facility. This will occur with the addition of terminals throughout the libraries for public enquiry into the libraries' data base and the data bases of other libraries, and with the addition of a community access module to provide external access to files and handle external requests for information and library materials. Community access will operate both within and beyond the confines of the University to open up the library catalogues, collections and services to appropriate external users and facilitate the process of interlibrary loan, promoting mutual support and the sharing of resources among cooperating libraries. Through communications links with the community access modules of other libraries, scholars will be able to seek, verify, and initiate requests for their own interlibrary loans. Through library-supported community access bulletin boards, scholars will be able to go beyond the reference facilities of their own libraries. Community access will be available from terminals and personal computers with dial-up capabilities operating either locally or through packet switching networks. These terminals and personal computers will be located in

faculty offices and study carrels on campus, in the residences of faculty and students,and in offices, homes and other libraries.

A catalogue data entry module such as that developed by Waterloo will make possible significant reductions in the cost of cataloguing through the UTLAS CATSS facility for certain categories of materials, such as added copies, original cataloguing and special collections. The catalogue data entry module may be regarded as an interim facility pending the mutual development of a full-fledged cataloguing system linked directly to the cataloguing and authority files of the National Library, CISTI and other libraries. The appropriate communication facilities will make both bibliographic and authority records of other libraries and source files accessible to York copy cataloguers and original cataloguers, as well as making York's bibliographic and authority records available to others.

In four years time retrospective conversion of bibliographic records to machine-readable form should be complete for virtually all holdings of the York University Libraries with the exception of the Law Library. Brief cataloguing should have virtually eliminated cataloguing backlogs and provided access to many categories of materials for which the cost of full cataloguing cannot be justified. The Law Library should be well started on its own retrospective conversion program.

The cataloguing facility will be supported and controlled by the inclusion of in-house authority records, cross references and notes. Retrospective conversion of the authority cross reference and note structure should be nearing completion within five years. The

authority system will be supported by access through communication links to source authority files and the authority files of other libraries.

By May 1983 a material acquisitions module developed and supported jointly by the University of Waterloo and Geac Canada Limited, with the assistance of York University and the University of Western Ontario, should be fully integrated into the on-line system, to handle the ordering, receiving and fiscal control of all forms of library materials, including serials at the issue level. The acquisitions system will include communications links to vendors, greatly reducing the amount of paper generated and the cost of postage. Vendors may serve as electronic switchboards or, alternatively, be eliminated entirely in the electronic ordering and fiscal process. Library staff, users and other libraries will get current information about items on order in the same look-up process that provides catalogue information. By mutual arrangement communication will provide on order information about materials ordered by other libraries.

As part of a university-wide communications network [1] and part of a nation-wide library network [2,3], YUL will play an important role as the point of intersection between these two networks. These

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[1] York University. Dept. of Academic Computing. Five-Year Plan for Academic Information Systems at York [draft]. Feb. 28, 1981.
[2] Edwin J. Buchinski and Mazharul Islam. The Context of Interconnection for a Nation-Wide Bibliographic Network. Ottawa, National Library of Canada, Nov. 1980.
[3] Murray Shepherd. [The iNet Gateway/FM]. From the Library Office, v. 5, no. 18, May 22, 1981.

networks will bridge the digital/video gap to incorporate links to Telidon/Vista and other similar video information systems. Since information knows no national boundaries, the libraries will also, through the national network, be part of an international communications network. The library will serve as a switching station between the university-wide and national/international information networks.

Within five years every computer science student will probably be expected to have his or her own personal computer and dial-up modem, and it is quite possible that many if not all students will enter university with this kind of equipment. Personal computers with communications facilities will be regarded as standard equipment in faculty offices and study carrels on campus and in the residences of faculty and students. They will be used to provide access to the networks described above, as well as to provide for communication and shared memory among the invisible college of scholars and researchers with common interests. They will be used to provide scholars and faculty with computing and word processing facilities and links to scholarly publishers and sources of current information.

If these developments are to be supported by the library's minicomputer, software and communications development, additional terminals and increased memory capacity will be needed. Fortunately the trends that have greatly reduced the cost of data storage over the past two decades are expected to continue into the foreseeable future.

The next five years will see profound changes in the ways in which people seek, find and use information. Access to information

networks through dial-up lines from intelligent terminals and personal computers will be almost universal. Information retrieval services are even now noting a higher proportion of inquiries from individuals rather than libraries [4]. On an even more grass roots level, poor man's do-it-yourself information services like The Source in McLean Virginia, accessed through packet switching networks at low rates in off hours, are providing a glimpse into the future. "Bulletin board" information and software sharing systems are springing up all over North America and Europe. Libraries will be linked into video networks like Telidon, accessible from many locations including the home television set. Libraries will be on-line to national bibliographic data bases and to other libraries. The library user will be on-line to the whole system. Informed and proficient librarians will be needed to facilitate the process. Libraries will need to provide the necessary hardware, software, communications facilities and expertise to those who cannot provide it for themselves.

Personal computers are now finding an important place in public libraries, in schools (though not necessarily in school libraries) and in homes. Students who are used to finding and using personal computers in these environments will expect to find them in libraries. Within five years inexpensive personal computers and modems should be standard equipment for graduate students' carrels and faculty offices. Personal computers will provide for the transfer and storage of

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[4] Roger K. Summit, managing director, Lockheed Information Systems, quoted in Advanced Technology Libraries, v. 10, March 1981, p. 1.

information, assist in literature searches and the preparation of bibliographies, provide mailboxes and bulletin boards for communication with instructors and other students, provide word processing and number crunching services, and electronic publishing facilities for storing, manipulating, communicating and publishing the results of research and for the composition and publication of theses, correspondence and scholarly papers.

The library of the future has often been described as an extension to the mental and nervous faculties of mankind. The next five years should bring about significant progress in that direction. The costs of traditional publishing, manpower, and the use of large centralized utilities, appear likely to continue their upward trend over the next five years. The costs of the developments described above, on the other hand, appear equally likely to continue to fall. Therefore it should be possible for these developments to take place without undue hardship to libraries, and indeed to offset the continuing increases that can be expected in the costs of more traditional library materials and services.

Appendix A is a possible development schedule for the library systems five-year plan.

APPENDIX A

DEVELOPMENT SCHEDULE FOR THE LIBRARY SYSTEMS FIVE-YEAR PLAN

Summer 1981

Install Geac Library System.

Implement Geac Library System for Scott, Frost and Steacie circulation and reserves.

Request Telidon terminal for Scott Library.

Fall 1981

Join Waterloo and Western to assist in the planning and development of the Geac material acquisitions module.

Analyse requirements to bring Ad. Studies/Gov. Docs. into the Geac Library System.

Install one public enquiry terminal at Scott Reference.

Analyse cost/benefits, determine terminal locations and hardware requirements (terminals, ports) for extending public enquiry to additional locations throughout the libraries.

Install Telidon terminal in Scott Library.

Plan to put on-line catalogue on Telidon.

Install terminals for use of 'The Source' in Scott, Steacie, Frost and Ad. Studies.

Analyse needs for word processing in the libraries.

Participate in planning for University-wide communications network.

Winter 1982

Continue planning for material acquisitions module.

Continue Ad. Studies/Gov. Docs. analysis.

Budget for and order public query terminals and plan installation.

Analyse requirements and plan acquisition and implementation of data entry module for RECON data entry, oritinal cataloguing and brief cataloguing.

Analyse requirements and plan for acquisition and implementation of community access module including interlibrary loan, using DATAPAC.

Spring 1982

Continue planning and analysis for material acquisitions module.

Install public query terminals throughout the libraries.

Install and implement data entry module.

Begin brief cataloguing of cataloguing backlog, special collections.

Install community access module including interlibrary loans, DATAPAC interface.

Install word processing equipment and communicaton facilities.

Plan Ad. Studies/Gov. Docs. labelling project.

Join other Geac users in planning for full MARC cataloguing/authorities module.

Implement on-line catalogue on Telidon.

Summer 1982 Bar-code Ad. Studies/Gov. Docs.

Implement Ad. Studies/Gov. Docs. circulation and reserve reading on Geac system.

Continue planning and analysis for material acquisitions module.

Continue planning and analysis for full MARC cataloguing/authorities module.

Analyse and schedule additional locations on the Geac system.

Plan for participation in national/international library network.

Plan for interface between University-wide communications network and national/international library network.

Fall 1982 Continue planning and analysis for material acquisitions module.

Complete conversion of all serial records to MARC format.

Continue planning and analysis for full MARC cataloguing/authorities module.

Plan CATSS and NLC/DOBIS links.

Winter 1983 Determine terminal locations and analyse hardware requirements for material acquisitions module.

Continue planning and analysis for full MARC cataloguing/authorities module.

Spring 1983 Implement material acquisitions module.

Continue planning and analysis for full MARC cataloguing/ authorities module.

Label project for adding new locations to Geac system.

Summer 1983 Add new locations to Geac system according to planned schedule.

Determine terminal locations, hardware and communications requirements for full MARC cataloguing/authorities module with links to NLC, CISTI and other libraries.

Winter 1984 Implement full MARC cataloguing/authorities module.

Spring 1984 Complete RECON project.

Begin RECON project for authority cross references and notes.